

09/03/2003

How does the city define minor land divisions?

Minor land division actions include Property Divisions (also referred to as lot splits), Property Assemblage, and Property Line Adjustment.

1. Property divisions:
 - A division of two or three parcels in a residential district.
 - A division of two or more parcels in a non-residential district.
2. Property assemblage:
 - A combination of two or more existing parcels of land into a single parcel.
3. Property line adjustments:
 - A minor movement of an existing property line separating adjacent parcels.

What is the city's process for minor land division actions such as dividing property, for assembling property, and adjusting property lines?

A property owner wishing to initiate minor land division actions must file for staff review and approval. The first step is to call the city's Current Planning Office at (480) 312-7000 and obtain a pre-application form. This form is also available on the city's web site at:

<http://www.scottsdaleaz.gov/bldgresources/Applications/preapps.pdf>

Once completed, the form is submitted to the Current Planning Office on the first floor of One Civic Center, 7447 E. Indian School Rd., for initial review and response.

If a property owner wishes to subdivide their land into four or more lots, they must file for review and approval of a preliminary and final plat. Contact the Current Planning Office at (480) 312-7000 to apply for a pre-application conference.

Stage 1: Map Preparation

Mapping Standards

A Registered Land Surveyor in the State of Arizona using the Board of Technical Registration's "Arizona Boundary Survey Minimum Standards" must prepare all maps.

Stage II: Complete Pre-application Form

Obtain and complete a pre-application form (available in the Current Planning lobby, located on the first floor of One Civic Center, 7447 E. Indian School or on the city's web site at: at:

<http://www.scottsdaleaz.gov/bldgresources/Applications/preapps.pdf>. Submit the completed form to the Current Planning receptionist located on the first floor of One Civic Center. *NOTE: There is a \$71 pre-application submittal fee due at the time of submittal.*

Stage III: Pre-application Submittal and Review

Once the pre-application is submitted, it is assigned to a staff coordinator who schedules an initial review with a technical team.

- 1) The application is submitted and assigned to a coordinator.
- 2) Pre-application meeting with team
 - The pre-application is reviewed by a team that consists of a coordinator and a team of technical staff consultants to determine whether the land division, property assemblage, or property line adjustment can be accomplished. The team review will be for zoning and building code, engineering, and transportation requirements.

IV. Staff Review Process

The technical staff team reviews the application based on the following criteria:

1) Requirements for process approval

1. Residential property divisions are limited to 3 parcels per owner. If that same owner wants to split any of the newly created lots while the lots are still in their ownership, they must wait a minimum of two years from the date of the recording of the deeds for those lots. Any residential parcel divided into four parcels shall constitute a subdivision.
2. A parcel of land zoned residential cannot be divided into more than two parcels within the boundaries of which have been fixed by a recorded plat.
3. Any division of residential properties into three parcels requires public right of way for access to the parcels.
4. Some divisions may require parking agreements, cross access easements, natural area open space, water, sewer and drainage easements.

2) Key issues necessary for evaluations.

1. The location of all existing buildings on site for compliance with current adopted/amended codes and ordinances. An architect may certify that the existing buildings are in compliance with current codes and ordinances.
2. Must have Development Review Board (DRB) approval prior to submitting an application for any non-residential property division.
3. Major land features may require a need for a drainage report, slope analysis, easements, and the location of buildable areas to support the land division.
4. Location of septic systems
5. Archeological Survey

Stage V: Pre-application meeting with applicant

- Staff will meet and advises the applicant of specific public objectives, development standards, and regulations related to the property and the required process. At this time a staff approval may be provided (with stipulations) "See Staff Approval".

Stage VI: Staff approval

- When the applicant has satisfied all requirements, a staff approval will be issued along with the shopping list for the final plans submittal. The staff approval will list all of the requirements needed for the final plans review and approval of the map. Depending on the simplicity of the submittal the staff approval and shopping list may be issued at the time of the reapplication meeting with the applicant. The staff approval shall include the note: "All 4 MIL photo mylar land survey maps must be recorded by the City of Scottsdale." *NOTE: There is a per sheet plan review fee (see Lot Tie/Lot Split on fee sheets) as well as a fee to record documents (see Recordation Fees).*

1) Final plans submittal

- The purpose of the final plans review is to finalize a land survey map, which will be recorded in Maricopa County Records Department to create the new parcel configuration.
- During this process the technical staff will review the survey map for compliance to code, ordinance, and stipulations as per staff approval.
- The review team will review the map for compliance to the staff approval requirements, survey review, and city code and ordinance. Upon return of the map from GIS the plans and mylar will be returned to the One Stop Shop for recording and customer pick up.

2) GIS Mapping

- Prior to map approval a copy of the map will be sent to the city GIS Contact to determine if the description on the map will close.

3) Recording the map

- Upon map approval a minimum of two 4-mil mylar maps, with original signatures of all owners, will to be provided by the applicant for recording by the City. Maricopa County Recorder office will keep one mylar for

09/03/2003

their record, and the City will keep one mylar. If the applicant desires a mylar, three mylars should be submitted for recording.

- The One Stop Shop Permit Counter (located on the first floor of One Civic Center, 7447 E. Indian School Rd.) will record the mylar, and the Records Counter will be responsible for storage. There is a per sheet fee for recording the map.

4) Filed in Records

- One Original mylar map will be filed in the City's Records Counter, first floor of One Civic Center, 7447 E. Indian School Rd.

LAND DIVISION PROCESS

